USING TABLEAU FOR FINANCIAL REPORTING

An End User Guide to Using Tableau for Financial Reports at the University of Mississippi
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**Accessing Tableau**

Tableau reports are available through the Analytics tab in myOleMiss. Current reports are under the Budget Control System tab of Analytics.

Tableau does not work on Safari. You will need to access the reports through Chrome, Firefox, Internet Explorer, or Microsoft Edge.

To get access, go to [sap.olemiss.edu/getting-started](http://sap.olemiss.edu/getting-started) and fill out the Web Application Access Request Form.

If you have any issues with accessing the reports or with the data in the reports, please contact sap@olemiss.edu and they will direct your issue to the correct person.

**Entering Variables**

**Budget Report**

When you initially log into the Budget Report you will see the blank ‘shell’ of the report. To see any date in the report, you will need to enter at least one Profit Center.
Summary View Tab

**Profit Center**
The Profit Center Variable allows you to type in either your Account Number or a description and hit enter. Once the drop down is populated with your options, check the box to the left and it will show your results in the report. You will not see any data in the report until you enter a Profit Center.

To remove one of you options from the Profit Center filter, you will need to click the ‘x’ to the right of your selection. (Note: the ‘x’ will not show until you are hovered over the item you are wanting to remove.)
**Fiscal Year**
The Fiscal Year Variable is a dropdown menu where you can only choose one year. It is populated with all options in the data – you are required to choose a year.

Commitments and Actuals Tabs

**Commitment Item Desc**
The Commitment Item Desc Filter is a dropdown menu where you can choose one, many, or All options. It will only show you options that have data in the results set (if there are not Commitments or Actuals for Equipment, then that item would not show in the dropdown).
**Fiscal Period**
The Fiscal Period Filter is a dropdown menu where you can choose one, many, or All options. It will only show you options that have data in the results set (if there are no Commitments or Actuals for period 011 - May, then May would not show in the dropdown).

![Fiscal Period Dropdown]

**Changing Tab Views**
The tabs available in the workbook are shown at the top left of your screen. In order to view the different data sets, you will simply click on the tab you want to view with the mouse.

**Tabs for Budget Report**

<table>
<thead>
<tr>
<th>Budget Report - Summary</th>
<th>Budget Details</th>
<th>Commitment Details</th>
<th>Actuals Details</th>
<th>Payroll Details</th>
<th>Ledger of Postings</th>
</tr>
</thead>
</table>

**Tabs for Student Accounting Report**

<table>
<thead>
<tr>
<th>Student Accounting by Student</th>
<th>Income / Loss</th>
</tr>
</thead>
</table>


Page Options

The Navigation Ribbon in the top left of your page will allow you to Undo / Redo any sorting or filters, refresh the data, or change how the report refreshes / updates.

Original View of the Navigation Ribbon

| Undo | Redo | Revert | Refresh | Pause |

‘Pause’ changes to ‘Resume’ after choosing ‘Pause’

| Undo | Redo | Revert | Resume |

Undo
The ← Undo button will remove your last edit (filter, sort, etc.)

Redo
The → Redo button will replace the last thing you used the Undo option for

Revert
| ← Revert will remove all changes to the workbook and take you back to the original document.

NOTE: Using Revert from a Saved view will take you back to the original Saved View. (Setting up a Saved View is discussed in the “Saving and Sharing your View” section of this How To.)

Refresh
The Refresh button will refresh the data in the workbook – either with new data from the server, or if you have automatic updates Paused.

Pause
Choosing the Pause option will allow you to make several changes without the workbook refreshing. You can then hit Refresh or Resume to get the updated details. If you are adding several Accounts to the initial report, pausing the updates will speed up this process.

Resume
Choosing Resume will let the report refresh any time you make a change.
Context Menu

Clicking on an item in the details will allow the context menu to show. From this menu, you can do things like Filter, Sort, or export data.

<table>
<thead>
<tr>
<th>Contractual Services</th>
<th>78,152.77</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>Contractual Services</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Keep Only and Exclude**

Choosing Keep Only will filter the data to only that particular item. Exclude will keep all values except the chosen item. This feature is useful for adding filters that are not available through variable options. The only way to remove these filters is to choose the Revert or Undo option at the top left of the page.

**Sorting Values**

The Sort options will sort based on the Sum of the Values of the selected group. This does not sort the selected data alphabetically.

**View Data**

The View Data option will create a pop up that shows you the details behind that specific section of data. This has the same functionality as the ‘Download Data’ option discussed in the Downloading and Printing Views Section of this How To document. The difference in the two options is that this option only downloads the highlighted data; whereas the page option downloads all data in that tab.

**Sorting Alphabetically**

In order to sort a column alphabetically, you will need to hover over the column heading and you will see a sort option pop up. Clicking this will sort the data in that column alphabetically.
Saving and Sharing your View
If you manage multiple Accounts, you can create a view that will always have your account numbers saved. This way you do not have to enter the numbers every time you go to the report. You have the ability to save this view just for yourself, or to share the view with others that may need to see the same information.

Creating a Personalized View
In the top right corner of your window, there is an image of a chart. If you click on this, you can enter a name, choose if you would like it to be your default view, and choose to make it public.

Managing Views
If you choose to Manage your view, you can Edit the name, Delete the view, or make it Public or Private.
Public vs Private View
If your view is set to Public, then the view with your settings will be accessible for all users of the report.

If it is set to Public, there will be an eye visible next to the name of the report.

Deleting a View
If you decide that your saved view is no longer needed, you can delete the view by clicking on the trashcan icon.

You will then be prompted if you are sure you want to delete.

Sharing a View
To share your saved view – you can click on Share in the top right of your screen. Here you will see Link and a button that will bring up your Outlook email.

NOTE: If you have a signature in your email, it will show the link below your signature by default – you will need to move the link manually.
Downloading and Printing Views
Below are the options that will display when you choose ‘Download’. Depending on the settings for that tab, some options may be grayed out.

Download Image
Download Image will give you just the image of what you currently see on your screen – if there is data not shown (due to needing to scroll) you will not get this information in the download.

Download Data
Download Data will create a pop up that gives you the option to download the Summary Data or the Full Data.

Summary Data
The Summary Data download will give you just the data shown in the report, not the details behind the data (i.e. – Document Number)

Clicking on ‘Download all rows as text file’ will prompt you to Open or Save the file.

You can choose to save as, or save and open from the drop down on the Save option.
Opening the data (or saving and then opening) will open the file in Excel.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commitment</td>
<td>Profit</td>
<td>Cent Text</td>
<td>Trans Date</td>
<td>Type of Ch</td>
</tr>
<tr>
<td>2</td>
<td>Equipment</td>
<td>10044300</td>
<td>Latitude 1</td>
<td>####### Commit</td>
<td>-1698</td>
</tr>
<tr>
<td>3</td>
<td>Fringe Ben</td>
<td>10044300</td>
<td>Payroll for</td>
<td>####### Actual</td>
<td>-10870.9</td>
</tr>
<tr>
<td>4</td>
<td>Salaries</td>
<td>10044300</td>
<td>Payroll for</td>
<td>####### Actual</td>
<td>24450.9</td>
</tr>
</tbody>
</table>

Full Data

The Full Data download will give you the same options as the Summary Download, except you will be able to see all of the details behind the summary records. You can also choose to ‘Show all columns’ which will show you columns that are included in the data set, but not related to the current tab.

Download Crosstab

Download Crosstab exports the data as shown on the screen as a .csv file. This is very useful if you want to do filters or a Pivot Table in Excel. Choosing to Download Crosstab will give you the option to Open or Save.

You can choose to save as, or save and open from the drop down on the Save option.
Download PDF
Download PDF is similar to Download Image except it allows you to download all sheets in the workbook at one time, specific sheets, or just the active sheet. You will only get what you see on the tab – you will not get any information that would need to be scrolled to see.

Download Tableau Workbook
Download Workbook will prompt you to Open or Save a copy of the workbook file. You will need the Tableau Desktop tools in order to open this file.
Terminology Appendix

Actuals
The Actuals column reflects expenses where payment has been issued/funds have left the University.

Available Budget
The Available Budget column represents the funds available to expend or encumber and is calculated by taking the Current Budget column less the Commitments & Actuals columns.

Budget
The Budget column reflects the funds available to expend or encumber for the fiscal year. It includes the budgeted amount for the current FY plus any carry forward funds. Typically, Fund 10 budgets are fixed amounts and will not change during the fiscal year. Whereas, Fund 25 budgets will increase as transfers are received or funds are deposited INTO the account throughout the fiscal year. Fund 30 budgets will vary between fixed and fluctuating depending upon the nature and funding source.

Commitment Item
Commitment items represent the functional grouping within a financial management area. These are the groupings that are also reflected in the financial statements. The rollup of data to these groupings is based on the GL accounts that the transactions post to.

Commitments
The Commitments column reflects encumbered/committed expenditures for the fiscal year. For example, payroll commitments, purchase orders, and travel authorizations. These funds have been reserved/committed, but the payment has not yet been issued by the University. These items have already been deducted from your available balance to help ensure overspending does not occur.

Fiscal Period
Also known as an accounting period – as Mississippi’s fiscal year runs July thru June, July is Fiscal Period 001, June would be Fiscal Period 012.

Fiscal Year
A 12-month accounting period that may not coincide with the calendar year. The State of Mississippi’s fiscal year is from July 1st to June 30th.

General Ledger (GL)
A complete record of the financial transactions over the life of a company.
Order (Internal Order / Profit Center / Cost Object)
At the University – this is commonly referred to as simply an ‘account’. This is the account where your purchases are charged or where your revenue/income is deposited.

RIB Target
RIB stands for Revenue Increases Budget. As revenues are recorded the budget increases for the corresponding amount.